



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

DATE:	June 15, 2021
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Caterpillar Equipment Repair
CONTRACT NUMBER:	1633A
COMMODITY CODE:	929.31
CONTRACT PERIOD:	July 1, 2021 through June 30, 2022
RENEWAL OPTIONS:	1 renewal remaining through June 20, 2023
USER DEPARTMENT:	CAM, Public Utilities, Public Works
Contact Name:	Mike Arrighi
Phone Number:	804-727-8645
Email Address:	arr@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	N/A
SUPPLIER: Name:	Carter Machinery Company, Inc.
Address:	8362 Richfood Rd
City, State:	Mechanicsville, VA 23116
Contact Name:	Lucas Stiltner
Phone Number:	276-701-5685 Fax: 800-768-5300
Email address:	lucas_stiltner@cartermachinery.com
ORACLE SUPPLIER NUMBER:	2515
BUSINESS CATEGORY:	Non-Swam
PAYMENT TERMS:	Net 30
DELIVERY:	As requested
FOB:	County of Henrico
BUYER: Name:	Justin M. Herbaugh
Title:	Procurement Analyst II
Phone:	804-501-5680
Email:	Her034@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

**PRICE SCHEDULE – CONTRACT NO. 1633A**

**Contract Pricing Schedule:**

Per hour labor rate for all Caterpillar Equipment:	\$128.00
Per hour labor rate for all Caterpillar Engines:	\$130.00
Percent discount off list price for Caterpillar Parts:	5%
Warranty for Parts:	12 Months
Warranty for Labor:	12 Months

A. **General Requirements:**

1. Delivery

- a. It will be the responsibility of the County of Henrico to deliver the Caterpillar Vehicle requiring repair to the Successful Bidder. The Successful Bidder's place of business shall be within 30 miles from the Central Automotive Maintenance Facility located at 10301 Woodman Road, Glen Allen, Virginia 23060 as determined by maps.google.com. The Successful Bidder shall notify Central Automotive Maintenance with one work day upon completion of repairs that the vehicle is repaired, inspected and ready for pick-up.

2. Technicians and Certifications

- a. All work by the Successful Bidder shall be performed by Caterpillar factory certified/trained repair technicians with the proper equipment and tools to perform diagnostics and repairs. The equipment repair technicians shall make accurate, reliable repairs that return equipment to the original equipment manufacturers standards.
- b. The Bidder shall provide a list of repair technicians along with their stated skill levels and years of service. The County of Henrico, at its sole discretion, may request copies of any and all technician certifications and training documentation.
- c. Bid prices for labor shall be in the form of a firm, fixed price. Bid prices shall include all direct and indirect overhead costs such as supervision, tools, equipment, etc. No extra costs will be allowed during the contract period.

3. General Materials and Supplies

- a. The Successful Bidder shall furnish all parts, supplies and materials unless otherwise specified. All parts shall be new and free from defect. Products supplied by the Successful Bidder shall be quality products that comply with all applicable laws, ordinances, rules, regulations and are compatible with pre-existing materials and equipment involved. The use of used parts or aftermarket parts is strictly prohibited.

- b. Shop supplies and materials shall be billed at actual cost. The Successful Bidder shall include an itemized list of supplies and/or materials and their actual cost on each invoice submitted for payment.
  - c. Parts and Supplies must meet Original Equipment Manufacturer (OEM) specifications and shall be warranted per manufacturer specifications. All repairs performed by the Successful Bidder shall be in accordance with manufacturer's specifications. Service calls for repairs that are determined to be "re-work" within that period shall be made at no cost to the County to include the cost of any parts that may have been damaged due to negligence by the Successful Bidder.
  - d. For newly installed equipment/parts/materials, all manufacturer's installation, operation and parts manuals, warranties, and certificates shall accompany invoices submitted for payment.
4. Work Approval/Estimate
- a. Once the equipment has been delivered by the County to the Successful Bidder's location, the Successful Bidder will complete a diagnosis of the problem, summary of requirements, estimate of all costs and scheduled work plan.
  - b. The written completed repair estimate shall be submitted to Central Automotive Maintenance within two (2) business days. Work shall not start unless approved by the County. Actual repair work shall not exceed the Successful Bidder's estimate by ten percent without first obtaining approval from the County.
  - c. If during the course of the vehicle repair, additional repairs are identified as needing to be done, the Successful Bidder shall obtain permission from the County prior to any additional work being completed. If the Successful Bidder fails to do so, the additional work will not be paid for by the County.

5. Invoicing

An itemized invoice (mail to: County of Henrico, Central Automotive Maintenance, 10301 Woodman Road, Glen Allen, VA 23060) shall reference the following:

- a. Purchase order number
- b. County vehicle number/name
- c. Parts
  - I. Complete list of all parts used and corresponding part numbers
  - II. Manufacturer's list price
  - III. Discount offered for each part
  - IV. Total cost for each part (Manufacturer's list price minus discounted price)
  - V. Labor rates to include man hours for each technician
  - VI. Total labor cost

- d. Labor Rates
  - I. Number of man-hours for each technician
  - II. Total Labor Cost

6. Manufacturer's Published List Price

- a. The Successful Bidder shall only use Caterpillar OEM Parts.
- b. The Bidder will include with the bid, a copy of the latest MSRP price list (electronic or access to website is acceptable).
- c. Any changes to the the MSRP list during the contract period must be furnished to Central Automotive Maintenance and the Purchasing Division.
- d. In order to verify the proper pricing for parts, the Successful Bidder will include the MSRP of all parts on all estimates and invoices as well as the contract price.



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

**Contract No. 1633A**

**CONTRACT**

This contract, made this 18th day of May 2018 between the County of Henrico, hereinafter called the "County" and

**Carter Machinery Company, Inc.**

and its successors, executors, administrators, and assigns, hereinafter called the "Contractor"

**WITNESSETH:** That the said Contractor agrees with the said County, for the consideration herein mentioned, and at his, its or their own proper cost and expense to do all the work and/or furnish all the materials, equipment and/or labor necessary to carry out this agreement in the manner and to the full extent as set forth in Bid Request: #18-1633-4EAR dated April 13, 2018 to the satisfaction of the County of Henrico, who shall have at all times full opportunity to inspect the work to be done under this agreement. All terms and conditions, specifications, general and special provisions, plans, drawings, and all documents referred to are hereby made part of this agreement as completely as if incorporated herein.

It is agreed that the services to be done under this contract is to furnish all tools, labor and equipment necessary to provide Caterpillar Equipment Repair as needed and requested by the County of Henrico, in accordance with Invitation for Bid Request #18-1633-4EAR dated April 13, 2018, and your bid dated May 8, 2018 for the annual contract for Caterpillar Equipment Repair. Contract period shall be from July 1, 2018 through June 30, 2019, renewable for four (4) one year periods. Contract pricing shall be as per attached.

In consideration of the foregoing premises the County agrees to pay the Contractor for all items of work performed and/or materials furnished at the unit prices or lump prices under the conditions set forth in documents herein referred to.


FIRM: Carter Machinery Company, Inc.

County of Henrico

ADDRESS 8362 Richfood Rd.  
Mechanicsville, VA 23116

PO Box 90775  
Henrico VA 23273-0775

BY:  Rick Stump

  
Cecelia H. Stowe, CPPO, C.P.M.

TITLE: Product Support Rep.

Purchasing Director

DATE: 5-18-18

5-30-18